

ASSUMED BUSINESS NAME APPLICATION FILING INSTRUCTIONS

**Willard Rooks Helander
Lake County Clerk**

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NECESSITY OF CERTIFICATE

The following is an excerpt from Chapter 805 of the Illinois Compiled Statutes 405/1:

No person or persons shall conduct or transact business in this State under an assumed name, or under any designation, name or style, corporate or otherwise, other than the real name or names of the individual or individuals conducting or transacting such business, unless such person or persons shall file in the office of the County Clerk of the County in which such person or persons conduct or transact or intend to conduct or transact such business, a certificate setting forth the name under which the business is, or is to be, conducted or transacted, and the true or real full name or names of the person or persons owning, conducting or transacting the same, with the post office address or addresses of such person or persons and every address where such business is, or is to be, conducted or transacted in the county. The certificate shall be executed and duly acknowledged by the person or persons so conducting or intending to conduct the business.

NOTE: CORPORATIONS AND LIMITED PARTNERSHIPS FILE WITH THE SECRETARY OF STATE. YOU SHOULD SEEK LEGAL ADVICE TO DETERMINE WHAT FILINGS ARE NECESSARY IN SUCH CASES.

FILING PROCEDURES

1. Complete in duplicate the Assumed Business Name Application. Please type or print in black ink.
2. All owners must sign the form in the presence of a Notary Public and have both copies notarized.
3. Return the forms to our office with the \$5.00 filing fee. A date-stamped copy of your filing is issued as your receipt.
4. Take receipt to a Lake County newspaper for publication as a legal notice once a week for three consecutive weeks. The first publication must appear in the newspaper within fifteen (15) days after the date you filed the form in our office. The newspaper will type set the legal notice from your date-stamped copy.
5. File the original "certificate of publication" (issued by the newspaper after the third week) with our office within fifty (50) days of the date you filed the Assumed Business Name Application in our office (steps 1, 2 & 3 above). We will issue a receipt for the publisher's certificate.

UNLESS PROOF OF PUBLICATION IS FILED WITH THE COUNTY CLERK, THE APPLICATION OF THE ASSUMED BUSINESS NAME IS VOID.